



Supervisor, Facilities

Full-Time Regular position at 1.0 FTE (37.5 hours/week)

Parkdale Queen West Community Health Centre (PQWCHC) is a dynamic, community-based health care organization serving mid-west downtown Toronto. Offering a broad range of services, including primary health care, dental care, harm reduction, health promotion, counselling, and community development programming, we are also committed to serving people who face barriers to health care, and we strive to reduce these barriers. PQWCHC is a multi-sited organization.

How We Work With Each Other At PQWCHC one of our key values is to remove barriers for our clients, we aim to accomplish this with our internal clients. For operations this means ensuring we provide a safe and secure space for people to work. We do this by valuing and respecting people and communicating collaboratively to build supportive relationships. We nurture diverse skills and experiences and welcome alternate perspectives.

General Responsibilities: The Supervisor, Facilities is accountable for the physical plant activities of the organization to help ensure a safe and operational workplace. Directly supervising staff and contractors, the incumbent will manage the various properties and liaise as necessary with various tenants and property owners.

The Supervisor, Facilities will also support internal inspections, supervise facilities vendors and vendor contracts to ensure alignment with PQWCHC policies. The job requires that the successful candidate work regular and extended hours as required by the Centre's operations. The supervisor will be on call 24 hours as required.

Reporting Manager: Director, Finance and Operations

Experience and Qualifications:

- Five (5) or more of progressive experience in property and workspace management
- Good understanding of facilities management and procurement processes
- Post secondary education (an asset)
- Basic understanding of building systems to ensure safety and cleanliness standards, to include; fire codes, fire safety, and Occupational Health and Safety Act (OHSA) (an asset).
- Understanding of Infection control best practices
- Demonstrated excellent interpersonal, and communication skills to respond effectively to staff issues requests, and vendors inquiries.
- Highly flexible, consistently positive, and team-oriented outlook
- Experience working in a community health centre is an asset.

Compensation: Commensurate with experience plus Group Benefits and HOOPP (Healthcare of Ontario Pension Plan)

If you are interested in joining in a creative and dedicated team we want to hear from you. Please send your resume and cover letter **in a single document** (MS Word or PDF format only) to ecastaneda@pqwchc.ca. quoting **Facilities Supervisor** in the subject line. The deadline to apply is May 26, 2023. We truly appreciate your interest; however, only those candidates selected for an interview will be contacted.

Please also note that the successful candidate will be required to provide a police vulnerable sector check as a condition of employment, however strong consideration is made to the type of offense. Employment is conditional upon having had a full series (2 doses) of COVID-19 vaccinations 14 days before starting employment.

PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we encourage applicants who reflect Toronto's indigenous, LGBTQ2, racial, and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.